



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION OPEN SPOT FOR SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

MEDICAL TECHNICAL ASSISTANT (PSYCHIATRIC)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age, religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Salinas Valley and Vacaville Psychiatric Programs. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**VACAVILLE PSYCHIATRIC PROGRAM
SELECTION SERVICES UNIT
P.O. BOX 2297
VACAVILLE, CA 95696
(707) 449-6514**

**SALINAS VALLEY PSYCHIATRIC PROGRAM
SELECTION SERVICES UNIT
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7330**

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application and complete the special testing arrangements questionnaire. The Selection Services Unit will contact you to make special testing arrangements.

IDENTIFICATION REQUIRED

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

EXAMINATION DATES

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MEDICAL TECHNICAL ASSISTANT (PSYCHIATRIC)

WZ26/8221

FINAL FILLING DATE: CONTINUOUS

SALARY RANGE

J: 4,416 - 4,416

K: 5,055 - 6,144

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, passing the General Educational Development test indicating high school graduation level, passing the California High School Proficiency Examination, or having attained a two-year or four-year degree from an accredited college or university. The high school shall be either a United States public school meeting the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education pursuant to Government Code Section 1031(e). **AND**

EITHER I

Possession of a valid license from the State of California to practice as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse. (Applicants who are within six months of completing their academic training as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse will be admitted to the examination, but must obtain a valid license from the State of California to practice as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse to be eligible for appointment.)

OR II

Experience: Twelve months of experience rendering patient care while on active duty in the medical corps of any of the armed forces of the United States or in the United States Public Health Service and completion of the basic course of instruction in nursing required by the United States Public Health Service or by his or her particular branch of the armed forces. (Persons qualifying under this pattern must be eligible at the time of appointment for licensure as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse, and must obtain a State of California license within six months of employment as a Psychiatric Technician, a Licensed Vocational Nurse, or a Registered Nurse.)

SPECIAL PERSONAL CHARACTERISTICS

Neat personal appearance; adaptability; ability to handle stressful situations; patience; sympathetic and objective understanding of persons under restraint; leadership ability; willingness to work irregular hours and report for duty at any time due to an emergency; hearing and vision required for successful job performance; sound physical condition; and strength, endurance, and agility.

Assignments during a shift may include sole responsibility for the supervision of inmates-patients or the protection of personal and real property.

AGE LIMITATION

Minimum age for appointment is 21 years.

PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his or her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo an additional background investigation.

Training Requirement: Under provisions of Penal Code Section 832, successful completion of a training course is a requirement for permanent status in these classifications.

Drug Testing Requirement: Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

POSITION DESCRIPTION

Medical Technical Assistant (Psychiatric) helps create a clean, safe, and therapeutic environment for individuals and apply mental health principles in all relationships with individuals. Incumbents perform tasks involved in the medical or psychiatric care of individuals; maintain order and supervise the conduct of individuals; protect and maintain the safety of persons and property; provide a basic level of general behavioral psychiatric nursing care to individuals who are mentally disordered offenders; participate in the overall psychiatric treatment program; and do other related work.

POSITION LOCATION(S)

Salinas Valley and Vacaville Psychiatric Programs

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

EXAMINATION SCOPE**QUALIFICATIONS APPRAISAL – WEIGHTED 100%****Knowledge of:**

1. Fundamentals of nursing care, general behavioral, and psychiatric procedures.
2. Inmate-patient behavior and mental health principles and techniques involved in the care and treatment of individual or groups of mentally disordered inmates-patients.
3. Current first aid methods.
4. Medical terminology.
5. Pharmacology.
6. Cardiopulmonary resuscitation.
7. Management of Assaultive Behavior techniques.
8. Custody procedures.
9. Public property protection policies.
10. Hospital procedures.

Ability to:

1. Learn and apply sound judgment in situations including the protection of persons and property.
2. Apply basic nursing knowledge, skills, and attitudes.
3. Establish effective therapeutic relationships with mentally disordered inmates-patients.
4. Recognize systems requiring medical or psychiatric attention.
5. Think and act quickly in emergencies.
6. Work with a treatment team to provide structured leisure activities for inmates-patients.
7. Follow directions.
8. Communicate effectively.
9. Keep appropriate records.
10. Develop clear and concise reports of incidents.
11. Analyze situations accurately and take effective action.
12. Control, direct, and instruct inmates-patients individually or in groups.

Upon acceptance into the examination, you will be sent a package containing a Personal History Statement (PHS) and instructions. You will be required to take the completed PHS with you to the next phase of the examination.

VISION TEST – PASS/FAIL: A vision test is conducted to determine your distance and color vision. To be successful in the vision test, your visual acuity must be no less than 20/200 in each eye. Color vision must be adequate to successfully perform the job as measured by the Ishihara or Farnsworth tests. Accommodation is allowed for the use of soft contact lenses.

**ELIGIBLE LIST
INFORMATION**

PREEMPLOYMENT MEDICAL EXAMINATION (PEM) – PASS/FAIL: If you are cleared for hire by the Background Investigation Section, you will be contacted to schedule a Preemployment Medical (PEM) examination. You may be precluded from hire if you possess any limitations that could place you or others at imminent risk in an institutional environment or which may restrict you from safely performing the essential functions of the position. The medical examination consists of the following: General physical examination, blood work, urinalysis, chest X-rays, Tuberculosis skin test, a written psychological evaluation and other tests as may be determined necessary. If you are cleared for hire, your name will be placed on the certification list for appointment consideration. The PEM is valid for 90 days from the approval date.

VETERANS PREFERENCE

Departmental open eligible lists will be established for the Department of Mental Health, Salinas Valley and Vacaville Psychiatric Programs. The eligible lists will be used to fill vacancies at Salinas Valley and Vacaville Psychiatric Programs only. Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.** Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922